

Minutes of the Judiciary and Law Enforcement Committee
October 3, 2014

Chair Peter Wolff called the meeting to order at 8:30 a.m.

Committee Members Present: County Board Supervisors Peter Wolff, Jim Batzko, Janel Brandtjen, Michael Crowley, Kathleen Cummings and Robert Kolb. **Absent:** Carl Pettis.

Also Present: Legislative Policy Advisor Sarah Spaeth, Administrative Specialist Karen Phillips; Dr. Lynda Biedrzycki, Medical Examiner; Senior Financial Budget Analyst Aaron Daul, Inspector Eric Severson, Emergency Preparedness Director Gary Bell, Budget Manager Linda Witkowski, Office Services Coordinator Nicole Bauer, Business Manager Lyndsay Johnson, Jail Administrator Mike Giese, Sheriff Dan Trawicki, Financial Analyst Joshua Joost, Deputy Inspector Jim Gumm, District Attorney Brad Schimel, Office Services Coordinator Dani Danielski, Victim/Witness Coordinator Jen Dunn, Deputy District Attorney Sue Opper, Radio Services Manager Chris Petterson, Senior Financial Analyst Rob Dunn, Training and Operations Manager Sherry Stigler, Emergency Management Coordinator Bill Stolte, Clerk of Circuit Courts Kathy Madden, Judge Jennifer Dorow, Business Manager Bob Snow, and District Court Administrator Mike Neiman.

Executive Committee Report of September 22, 2014

Wolff reported on the items discussed at the September 22 Executive Committee meeting:

- Department of Health and Human Services building construction-change order audit
- Ordinance 169-O-056 pertaining to an adjustment to library tax levy distribution formula for 2015 budget year was approved
- Update on management of Waukesha County's Revolving Loan Program
- Update on 2014 Wisconsin Counties Association Annual Conference
- Review of the 2015-2019 capital projects plan with emphasis on technical revisions, amendments or additions
- Resolution 169-R-004 pertaining to adoption of the five-year capital projects plan was approved

Future Meeting Date

- October 17, 2014 – Crowley will be absent

Discuss and Consider the 2015 Operating Budget for the Medical Examiner's Office

Biedrzycki and Bauer were present to discuss the 2015 operating budget for the Medical Examiner's Office. Biedrzycki distributed and reviewed a handout outlining the 2015 budget overview. Expenditures and revenues are up 35% due to the Washington County and Walworth County contracts as well as an increase of Waukesha County's caseload. There is an increase in tax levy of 0.4% (\$4,000).

Biedrzycki provided details on personnel expenditures, which include the addition of a pathologist, deputy medical examiner supervisor, investigative deputy medical examiner and administrative assistant positions. Revenue increases include fees for services (due to new contracts) and higher cremation permit and death certificate signing fees.

MOTION: Brandtjen moved, second by Crowley to approve the 2015 operating budget for the Medical Examiner's Office 2015. Motion carried 6-0.

Discuss and Consider the 2015 Operating Budget for the District Attorney's Office

Schimel, Dunn and Danielski were present to discuss the operating budget for the District Attorney's Office as outlined on pages 97-101 of the 2015 County Executive's budget.

Danielski reviewed the General Fund financial summary of revenues and expenditures, noting an increase of 1.8% from the 2014 adopted budget. Schimel reviewed the Prosecution/Administrative Services program, including charges for services, interdepartmental revenues, other revenues, personnel costs, operating expenses, and interdepartmental charges. Dunn reviewed the strategic outcomes and objectives for 2015 relative to victim/witness activities. The Victim/Witness program's general government revenue is 56% of budgeted expenditures for 2015, based on projections from the State. The VOCA Grant/Program is 100% reimbursable by Federal funds passed through the State. Slight increases in operating costs and decreases in interdepartmental charges bring the budget in line with actual grant expenses.

MOTION: Brandtjen moved, second by Batzko to approve the 2015 operating budget for the District Attorney's Office as presented. Motion 6-0.

Discuss and Consider the 2015 Operating Budget for the Sheriff's Department

Trawicki, Severson, Gumm, Giese, Johnson and Joost were present to review the 2015 operating budget for the Sheriff's Department.

As he is retiring at the end of this year, Trawicki thanked the Committee members and the entire County Board for their support over the years. He recognized Johnson and Joost for their exceptional work on the budget. He provided a summary of the major changes, budget drivers, etc. involved in development of the Sheriff's Department budget. He noted that 71.5% of expenses are funded by tax levy. Overtime continues to be a challenge, with 16 deputy sheriff and 4 correctional officer positions vacant at this time.

Johnson gave a PowerPoint presentation which summarized the overall revenues and expenditures of the 2015 budget. Total revenues and expenditures are up 0.5% from the 2014 adopted budget. Tax levy is up 0.6% (\$168,555).

The challenges involved in filling vacant deputy sheriff and correctional officer positions were discussed at length. Severson commented on the inmate medical cost challenges continuing into the future.

MOTION: Crowley moved, second by Cummings to approve the 2015 operating budget for the Sheriff's Department as presented. Motion carried 6-0.

Future Agenda Item

- Sheriff's Department staffing shortages and recruitment

Discuss and Consider the 2015 Operating Budget for the Department of Emergency Preparedness

Bell, Dunn, Stigler, Stolte and Petterson were present to discuss the 2015 operating budget for the Department of Emergency Preparedness including revenues and expenditures, the positions summary, strategic outcomes and objectives, and program highlights. The General Fund expenditures budget shows an increase to reflect the addition of 2.0 FTE Telecommunicator positions at the Communications Center to allow the department to meet industry benchmarks and recommendations and to avoid overtime costs incurred when new employees are being trained. Increased operating costs are primarily due to the addition of system maintenance costs for new dispatching consoles software/equipment associated with the new digital trunked radio system. The budget also includes fixed asset costs that are mainly for one-time costs associated with the purchase of fire emergency dispatch software.

Brandtjen suggested a technical revision on pages 86-87 for clarification and consistency: move the bullet points on page 86 to the end of page 87 and put the "Participating Members" paragraph under the

“Program Description” section. Cummings advised Daul of various typographical corrections on several of the budget pages.

MOTION: Cummings moved, second by Kolb to approve the Department of Emergency Preparedness 2015 operating budget as presented. Motion carried 6-0.

Wolff left at 11:38 a.m.

The meeting recessed at 11:38 a.m. and reconvened at 1:00 p.m.

Discuss and Consider the 2015 Operating Budget for Circuit Court Services

Madden, Dorow and Snow were present to discuss the Circuit Court Services 2015 operating budget as outlined on pages 105-116 of the County Executive’s budget. Madden began with a high level overview of the financial and personnel summaries in the General Fund as outlined on page 105.

Madden focused on notable changes and efforts to improve services and gain efficiencies within Circuit Court Services, including LEAN projects and use of new technologies during review of the following areas:

- Major departmental strategic outcomes and objectives for 2015 and activities chart
- Clerk of Courts – Administrative Services Division
- Clerk of Courts – Criminal and Traffic Division
- Clerk of Courts – Family Division
- Clerk of Courts – Civil Division
- Juvenile Court
- Family Court Services
- Court Commissioners
- Register in Probate

Technical revisions were noted on pages 110 The following technical revisions were noted:

- Program Highlights on page 110 – clarify language in the first paragraph
- Chart on page 113 – adjust the “Charges for Services” and “Other Revenues” in 2015 budget

MOTION: Crowley moved, second by Batzko to approve Circuit Court Services 2015 operating budget with technical revisions. Motion carried 5-0.

MOTION: Crowley moved, second by Batzko to adjourn the meeting at 2:02 p.m. Motion carried 5-0.

Respectfully submitted,

Jim Batzko
Secretary